

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5240

AUTHORIZING THE ADOPTION OF AN EMERGENCY AND NON-EMERGENCY CLOSURE POLICY TO THE KCHA PERSONNEL POLICY AND PROCEDURES MANUAL AS CHAPTER 49

WHEREAS, Chapter 1, Section 6.1 of the Authority's Personnel Policies and Procedures Manual provides for amendments to the provisions of the Manual by resolution of the Board of Commissioners; and,

WHEREAS, the Authority has a responsibility as a service organization to remain open during normal business hours to the greatest extent possible; and,

WHEREAS, the Authority is subject to both service-area wide and local emergency or non-emergency events which may affect employees' ability to reach their assigned workplaces; and,

WHEREAS, Chapter 10 *Attendance* currently addresses situations of inclement weather or natural disaster, but does not precisely define procedures for reporting to work and pay policies in emergency or non-emergency situations; and,

WHEREAS, a new Chapter 49 in the Manual will replace and expand the current Chapter 10 language to include separate emergency and non-emergency situations, episodic telecommuting as appropriate and compensation policies in such situations.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING:

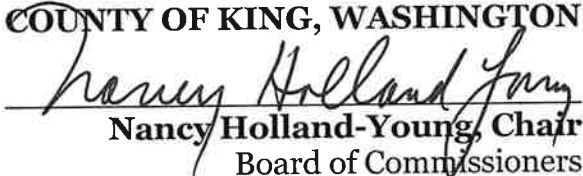
SECTION 1: The Board of Commissioners of the Housing Authority of the County of King hereby approves and adopts a new Chapter 49 *Emergency and Inclement Weather Event Policy* and is attached hereto as Exhibit A and made a part hereof as though fully set forth herein.


SECTION 2: Chapter 10, Section 6.5 *Inclement Weather* is hereby deleted from the Manual.

SECTION 3: The Executive Director is hereby directed to take such administrative steps as are necessary to incorporate said Emergency and Non-Emergency/Inclement Weather policy into the Personnel Policy and Procedures Manual in accordance with Chapter 1, Section 6.1 of the Manual.

SECTION 4: The Executive Director is hereby authorized to make modifications to the Policy and resultant procedures as necessary to ensure the effective fulfillment of the Authority's obligations.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 7TH DAY OF OCTOBER 2009.

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**

Nancy Holland-Young, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary-Treasurer